



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 69TH AIR DEFENSE ARTILLERY BRIGADE  
CMR 408  
APO AE 09182

AETV-GW-CO

28 July 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 69<sup>th</sup> ADA Brigade Commander Policy Letters

1. Effective immediately, all existing brigade policy letters dated before 11 July 2003 are hereby null and void.
2. I will use policy letters to disseminate my personal policy on specific subjects, which emphasize or amplify special-interest areas, such as sexual harassment, addressed in Corps or higher-level directives that are continuous in nature. Additionally, I will address topics not yet published in an Army or USAREUR publication. Furthermore, I will not use policy letters to address operating procedures or organizational processes that can be addressed in unit SOPs (e.g. soldier sponsorship) nor will I rewrite higher headquarters policy letters, which already sufficiently address a particular topic.
3. Although I have an initial set of 11 policy letters, I expect to approve additional letters as issues arise. All proposed policy letters will follow my guidance above, abide by the Memorandum format found in AR 25-50, be reviewed by the SJA, and staffed through my DCO and CSM. Once signed by me, the Brigade Adjutant will distribute the letter to each battalion commander, brigade staff member, and HHB, 69<sup>th</sup> ADA Brigade Commander for compliance. Additionally, my secretary will maintain a master index/repository and command group public folder for all active policy letters.

4. ***"TEAM OF WINNERS!"***

R. KIRK LAWRENCE  
COL, AD  
Commanding

11 Encls

1. Open Door Policy
2. Equal Opportunity
3. Equal Opportunity Program Assessment
4. Equal Opportunity Compliant Procedures
5. Sexual Harassment
6. Consideration of Others Program Training
7. Vehicle Safety and Pass Policy
8. ~~Retention Incentive Award~~ Policy
9. UCMJ Jurisdiction
10. After-the-Fact TDY
11. Use of Tactical and Non-Tactical Vehicles

DISTRIBUTION:

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